

**BEFORE THE BOARD OF TRUSTEES
YAKIMA VALLEY LIBRARIES**

In the Matter of Modification of the Personnel
Policies

**RESOLUTION
#19-007**

WHEREAS, the Board of Trustees review and establish policy;

WHEREAS, the Board of Trustees adopted the Personnel Policies, November 10, 2014, Resolution #14-009;

WHEREAS, there is a need to update designated sections;

NOW THEREFORE, BE IT RESOLVED THAT the Yakima Valley Board of Trustees authorize the proposed modifications to the Yakima Valley Libraries Personnel Policies effective January 1, 2020.

ADOPTED by the Board of Trustees this 28th day of October, 2019.



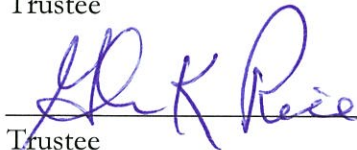
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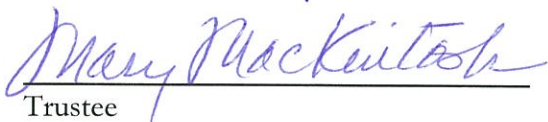
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Changes to YVL Personnel Policies 12/11/2017:

Ch. 4.08: Hours of Work, page 24: list full name and acronym for FMLA and WPFML
(Family Medical Leave Act and WA Paid Family and Medical Leave)

CH. 4.11: Employees Required to Work on Holidays, page 25: For any covered employee normally eligible for holiday benefits who must work on a day designated as a holiday under the provisions of this Personnel Policy manual, or such other day as authorized by the Library, ~~the Library will determine whether the employee will receive~~ **may choose** compensatory time or paid overtime, at one and one-half (1 and 1/2) hours for each hour worked.

Ch. 5.04: Employee Classifications, page 27: Employees at the Libraries' are either full-time (32-40 **30-40** hours a week) or part-time at 34 **29** hours or less a week.

Ch. 5.11: Employment, page 29: Promotion: at line 5, add: **An employee must have successfully completed their 6 month trial service period for their current position, not currently working on a Personal Improvement Plan, or have had a Corrective Action within the last 6 months.** Then revise the following: *The* promoted employee must successfully complete a trial service period *in their new position*.

Ch. 6.01: Termination of Employment, page 30: Add to end of paragraph: **Once a resignation letter has been received, no accruals (sick, vacation, or floating holidays) may be used between the date of notice and the termination date, unless authorized by the Executive Director.**

Ch. 8.02: Request, page 33: Change/add: Employees (or another person) must **receive** confirmation that their call in has been received. Phone calls or texts are allowed. However, if no response received after 15 minutes of leaving a message or text, the employee must contact the next supervisor in line until reaching someone to confirm the sick call in has been received.

An employee who fails to call in (no call, no show) for 3 consecutive scheduled days will be considered to have abandoned their job, and may be terminated from employment.

Ch. 11: Family Medical Leave Act, page 41– add to title: **and WA Paid Family Medical Leave**

Ch. 11.10 – 11.13: Add: **WA Paid Family & Medical Leave (WPFML) see pages 45-46**

Ch. 18: Substance Abuse, pages 65-70: **Remove 18.03 entirely** (this is the process, not policy).

Ch. 29: Repealed Policies, page 107: add **"November 2014"** to "replaces policies adopted Nov. 2010"

Page 108: ACKNOWLEDGMENT OF RECEIPT OF (add: **HARD AND/OR ELECTRONIC COPY**) **YVL PERSONNEL POLICIES**

2nd paragraph: Insert new date of adoption by Trustees (**TBD**)

4th paragraph: add: **and is also available on the YVL intranet.**